

Issues further instructions re Austerity and Economy Measures

CIRCULAR

No. GAD 129 OOM 62, DATED BANGALORE, THE 4TH DECEMBER 1962
(MARGASIRA 13, SAKA ERA 1884).

In continuation of the instructions contained in the Government Order No. GAD 129 OOM 62, dated 21st November 1962, the following further instructions are issued for guidance of all concerned —

1. Unnecessary noting should be avoided on the files. Instead of reproducing the entire matter contained in a letter or petition on the note sheet, only the points on which orders are required with other information such as provisions of Law, etc, under which the request can be granted or rejected, should be stated

2. Minimum quantity of paper should be utilised for putting up notes and drafts. If there are not much corrections in the draft put up, there is no need to keep clean office copy and only fair copy should be got typed

3. While putting up drafts only concise and telegraphic phraseology should be used. While drafting orders, details regarding proposal for execution of works or sanctioning of amount, etc, and the reasons for accepting or rejecting the proposal, etc, need not be mentioned in detail. It is sufficient if the order portion states in clear terms the final orders passed

4. In view of the introduction of five day rule for disposal of a receipt or file, issue of telegrams to subordinate and/or other offices should be stopped except in very extraordinary circumstances. In all urgent matters 'Express letters' should be used

Co-operation of all Government servants is requested to reduce the expenditure on contingencies and especially stationery articles.

K. NARAYANASWAMY,
Chief Secretary to Government

Reiterates the order re Disallowance of Travelling Allowance to Government Servants if they are transferred at their own request.

OFFICIAL MEMORANDUM

No. GAD 274 SMC 62, DATED BANGALORE, THE 22ND NOVEMBER 1962
(MARGASIRA 1, SAKA ERA 1884)

According to Rule 532 (1) of the M C S Rs, 1958, transfers at the instance of a Government servant should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer for special reasons which should be recorded, otherwise directs. Requests for transfers by Government servants in their own personal interest are being frequently received on various grounds. Government therefore wish to reiterate that, if transfers are made at the request of the Government servants themselves, the general rule should be that in all such cases, the officers concerned should forego transfer T A. which they would otherwise draw if they are transferred in the public interest

B. PURUSHOTHAM,
Under Secretary to Government.
General Administration Department
(Services-I).